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Operations



**READINESS ACCOUNTING OF AIR
INTELLIGENCE AGENCY PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-2, *Readiness*. It provides guidance and procedures for notifying Air Intelligence Agency (AIA) units and personnel tasked to support contingency operations. It establishes procedures and points of contact within AIA to respond to PALACE BLITZ/TENURE deployment tasking received from higher headquarters through the Air Force Personnel Center (AFPC), and establishes the Directorate of personnel as the central manager for filling personnel requirements for contingency tasking. It applies to all Headquarters AIA major staff offices, wings, centers, groups and units worldwide. It does not apply to AIA-gained Air National Guard and Air Force Reserve units.

Section A—General Guidance

1. Introduction. AFI 10-215, *Personnel Support for Contingency Operations*, establishes the Personnel community as the centralized manager of contingency tasking and establishes procedures for personnel accounting. Supported commands notify major commands (MAJCOM) and field operating agencies (FOA) of contingency requirements and request individual personnel augmentation support from AFPC and Unit Type Code (UTC) force augmentation support from HQ USAF. AFPC or HQ USAF will then distribute contingency personnel requirements to Air Force organizations through Personnel channels.

2. Support Contingencies. AFPC is tasked to provide personnel to support contingencies. They review Air Force distribution of assigned personnel with the required Air Force Specialty Code (AFSC) to fair-share tasking to MAJCOM's and FOA's. AFPC notifies the Personnel readiness office of the MAJCOM and FOA selected to fill the requirement by message or through the Global Command and Control System (GCCS) network. Tasking messages contain AFSC requirements, the date the individual's are required in place (DRI), applicable UTCs and Deployment Requirement Manning Document (DRMD) information.

NOTE:

Fair-share tasking for the purpose of this instruction is defined as the prorated portion of a given AFSC assigned to a particular unit times the number tasked. For example, if a center has 50 percent of the 3C0X1s in AIA, and AIA is tasked to provide 20 3C0X1s, then the center will be tasked for 10.

Section B—Responsibilities**3. HQ Air Intelligence Agency:**

3.1. In AIA, the Personnel Plans and Readiness Branch (HQ AIA/DPPX) is responsible for coordinating taskings within the headquarters staff, AFPC, Personnel Support for Contingency Operations (PERSCO) team, and Military Personnel Flights (MPF) that service AIA units around the world. Upon receipt of a tasking message, HQ AIA/DPPX distributes the tasking throughout the headquarters to individuals designated as functional managers for the tasked AFSC.

3.2. HQ AIA functional managers are responsible for reviewing the manning levels of AIA direct reporting centers, wings, groups, and squadrons (parent organization) with the required AFSCs (and any additional qualification data), and determining the parent organization to be tasked to fill the requirement. Functional managers then contact the tasked parent organizations personnel readiness coordinator to determine if there are any reasons the unit would not be able to support the tasking (example no available 7-level with specific experience). If there is no initial justification to preclude support for the tasking, the parent organizations personnel readiness coordinator provides the specific unit Personnel Accounting Symbol (PAS) code to the AIA functional manager who then provides it to HQ AIA/DPPX. Functional managers ensure taskings are equitable among units with the required AFSC to the extent possible. When filling a requirement would jeopardize AIA's overall mission capability, the functional manager is responsible for providing justification to AIA/DPPX to request AIA (as a command) reclama (be relieved of) the tasking. A listing of functional management OPRs by AFSC is attached.

3.3. HQ AIA staff at all levels must be knowledgeable of the procedures used to notify personnel of contingency temporary duty (TDY) taskings to ensure tasked personnel follow instructions received from their servicing MPF and HQ AIA/DPPX.

4. Organizations Directly Subordinate to HQ AIA:

4.1. Appoint primary and alternate personnel readiness coordinators to serve as the focal point for their supported and subordinate units on contingency tasking issues.

4.2. Ensure their subordinate units provide phone numbers and e-mail addresses of their organization personnel readiness coordinators to their servicing MPF Personnel Readiness Unit (PRU).

4.3. Establish notification and training procedures to ensure personnel in their units follow the deployment process obtained through their servicing PRU.

4.4. Forward copies of directives and or operating instructions on personnel readiness to HQ AIA/DPPX for coordination.

Section C—Procedures (see Attachment 2)

5. Procedures. HQ AIA is tasked to continuously fill specific PALACE TENURE positions and semi-permanent positions (that is, 12 EINS). These requirements are known in advance and commanders may permit unit personnel to volunteer to fill positions. Once an individual volunteers, and coordinated through command channels to the organizations personnel readiness coordinator, HQ AIA/DPPX will provide tasking information and requirement to the servicing MPF. Units receive credit when volunteers fill these requirements. If no volunteers are found, functional managers follow fair-share tasking methodology described earlier in this instruction. AIA Functional managers will furnish tasked unit PAS codes to HQ AIA/DPPX for all taskings at least 130 days prior to the date required in place (DRI). HQ AIA/DPPX is responsible for providing AFPC and the servicing MPF with tasked PAS codes for these positions at least 120 days prior to the DRI by entering data into the GCCS. Release from tasking to fill a PALACE TENURE position must be reviewed by HQ AIA functional managers and received by HQ AIA/DPPX no later than 120 days prior to the DRI.

5.1. HQ AIA/DPPX (Personnel Plans and Readiness) will send tasking notification to the tasked unit's PRU. The method of notification (tasking message GCCS) is dependent on the length of time between notification of the tasking and the DRI.

5.2. The PRU will officially notify the unit to fill the requirement. When the PRU notifies the unit, the unit commander is responsible for identifying the individual (volunteer or non-volunteer) to fill the tasking. Unit commanders notify the PRU as early as possible, but no later than 60 days prior to DRI and ensure the member is fully trained (weapon, chemical warfare, and self aid buddy care, etcetera). The PRU, in turn, provides reporting instructions, processing checklists, and transportation instructions to the individual, and prepares Contingency and Exercise Deployment (CED) orders. Upon departure of the individual, the PRU notifies the gaining PERSCO team, AFPC, supported command, and HQ AIA/DPPX.

5.3. Exceptions to established notification and accounting procedures are frequently necessary to accommodate contingencies, emergencies and short notice taskings. HQ AIA receives PALACE BLITZ messages with a DRI within a few days (or same day) of receipt of the message. These short notice taskings result in an AIA functional manager identifying the unit within hours and HQ AIA/DPPX notifying the MPF and tasked parent organization via the most expeditious means. High precedent messages are usually used to notify the MPF, with information copies to intermediate headquarters, tasked unit and the gaining PERSCO team. When lead-time does not permit the use of the GCCS to notify units and publish CED orders, the unit may be directed to deploy individuals on unit orders. The PRU issues CED orders to replace unit orders after deployment and updates the Personnel Data System. Depending on the sensitivity of the situation, notification of immediate deployments may flow from the Operation Force Management Branch (HQ AIA/DOOF) (through functional managers) directly to AIA parent organization's personnel readiness coordinator.

5.4. Unit commanders will submit requests for release of levied tasking (reclama) as soon as possible with justification, through the chain of command (group, wing, center, squadron) to HQ AIA/DPPX. Upon receipt of a reclama request, HQ AIA/DPPX will coordinate with the applicable functional manager. If approved, the functional manager coordinates with other AIA organization personnel readiness coordinators to identify another unit to fill the tasking. If disapproved, the functional manager will coordinate with the original centers, wing, and groups readiness coordinator to identify another unit to fill the tasking. Disagreements between functional managers and tasked organizations

should be elevated as appropriate through the chain of command. If AIA (as an agency) cannot support the tasking, the functional manager will forward the justification to HQ AIA/DPPX who submits reclama requests to HQ AFPC.

5.5. When supported commands force list AIA associated UTC requirements in executing Joint Operation Planning and Execution (JOPEs) Time Phased Force Deployment Data (TPFDD), Operations Plans Division (HQ AIA/DOX), or the Director of Logistics (HQ AIA/LG) will alert applicable units of possible tasking. When tasked, units are responsible for preparing individuals to deploy to the best of their ability and coordinating with the PRU. When personnel pre-deployment requirements are impossible to meet, report the reasons to HQ AIA/DOX, HQ AIA/LG, HQ AIA/DPPX AND HQ AIA/XPMP, through command channels to determine if waiver of the requirement, DRI change or reclama of the tasking is in order. Unless released from the tasking by HQ AIA/DPPX, individuals are required to deploy to meet the established DRI.

THOMAS F. FOLKES, Col, USAF
Director of Personnel

Attachment 1

HQ AIR INTELLIGENCE AGENCY FUNCTIONAL MANAGERS

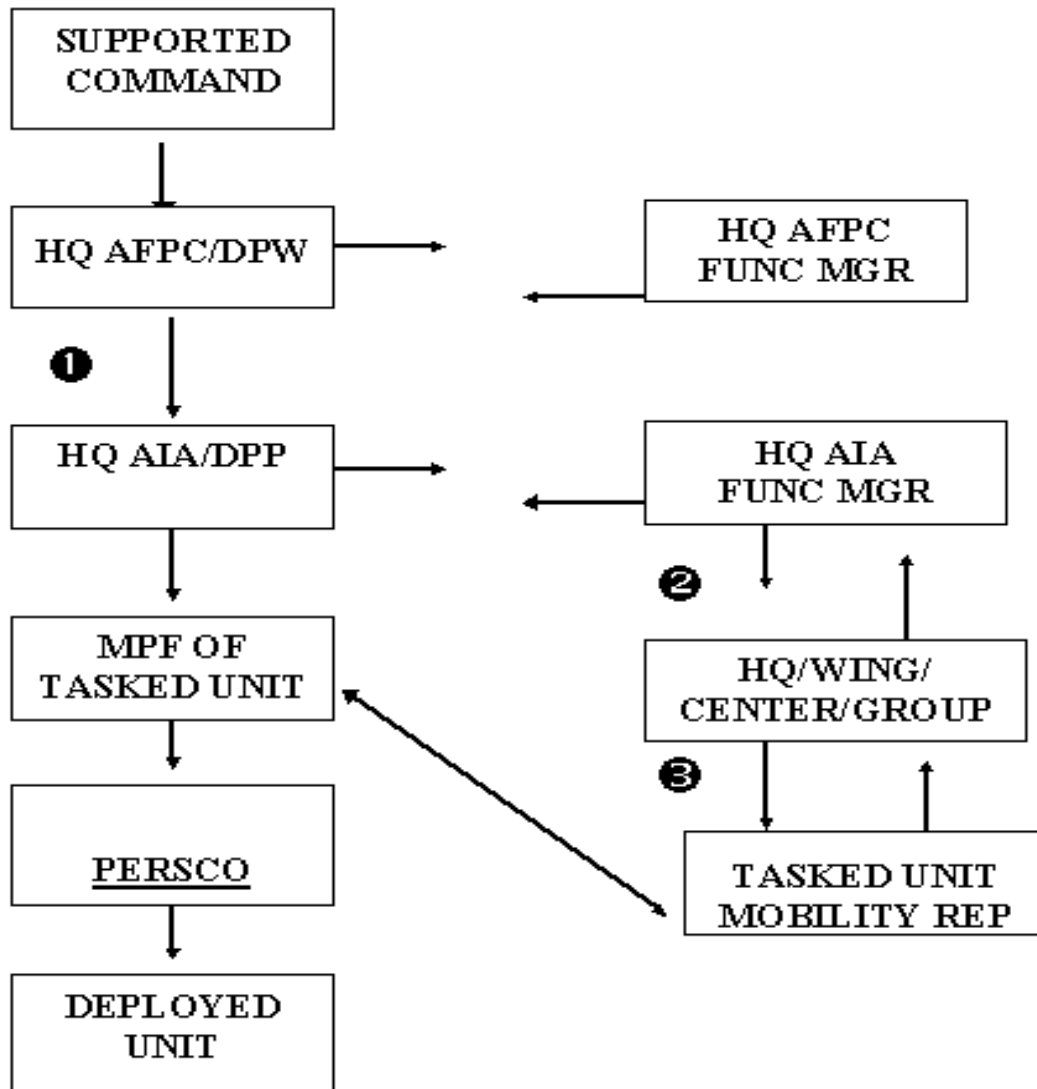
Table A1.1. HQ Air Intelligence Agency Functional Managers.

AFSC	OFFICE SYMBOL
12B4W	DOO (Current Operations Division)
14NX	DOOO (Current Operations Branch)
1N1/1N0XX	DOOF (Operations Force Management Branch)
1N2/1N5XX	DOOF
1N3XXX	DOOF
1N4XX	DOOF
1N6XX	DOOF
2AXXX	LGMM (C4I Mission Systems Branch)
2EXXX	LGMM
2GXXX	LGSW (Weapon Systems Support Branch)
2SXXX	LGSP (Supply Policy & Procedures Branch)
2TXXX	LGSP
32/3EXXX	XPCS (Civil Engineering Branch)
33SX	DOXX (Readiness & Exercise Branch)
3A/3C/33SXX	DOOI (Current Operations Information)
3NXXX	PA (Public Affairs)
3PXXX	SO (Chief of Security)
3SXXX	DPA (Assignments Division)
3VXXX	DO (Director of Operations)
6FXXX	FM (Financial Management & Comptroller)
8F000	CCC (Command Chief Master Sergeant)
9S100	DOOO

Attachment 2

PALACE BLITZ AND TENURE CONTINGENCY TASKING FLOW

Figure A2.1. Palace Blitz and Tenure Contingency Tasking Flow.



1. Tasking “fair shared” to MAJCOM/FOA based on AFSC requirement and assigned personnel (AIA/AF).
2. Tasking “fair shared” to “Big 7” based on AFSC requirement and assigned personnel (e.g., AFCA/AIA).
3. Tasking “fair shared” to “unit” based on AFSC requirement and assigned personnel (e.g., 29IS/AFCA).